

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 505 KAR 1:140 3-JDF-5H-07</b>
<b>CHAPTER: Detention Services</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Day Leaves</b>		
<b>POLICY NUMBER: DJJ 726</b>		
<b>TOTAL PAGES: 2</b>		
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<b>APPROVAL: Bridget Skaggs Brown</b>	<b>, COMMISSIONER</b>	

## **I. POLICY**

Provision shall exist to escort youth into the community for necessary medical, dental care, or mental health care; to visit seriously ill family members or attend funerals; and to participate in educational, work release or community service projects per order of the court.

## **II. APPLICABILITY**

This policy shall apply to all state-operated detention centers.

## **III. DEFINITION**

- A. "Escorted Day Leave" means the authorized absence of a youth from the detention facility into the community for a period of less than 24-hours under direct escort and supervision of the detention center staff.
- B. "Unescorted Day Leave" means the authorized absence from the detention center into the community for a period of less than 24-hours without escort or supervision, or under escort and supervision of anyone **other than** the detention center staff.

## **IV. PROCEDURES**

- A. Each Juvenile Detention Center shall have operational procedures which govern staff escorted and unescorted day leaves.
  1. Program procedures shall address written rules of conduct and a system of supervision.

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2. Program procedures shall allow for youth's participation in community service, employment or school release programs in accordance with orders of the court.
- B. Escorted day leaves for the purpose of obtaining necessary medical, dental or mental health care shall be authorized by the Superintendent and shall not require an order of the court.
- C. Escorted day leaves for any reason other than for obtaining needed medical, dental or mental health care shall require written order of the court **prior** to authorization by the Superintendent.
- D. Transport during escorted day leave shall be conducted in accordance with departmental policy. Any exception shall be authorized by the Superintendent.
- E. Unescorted day leave for any purpose shall occur only upon written order of the court.
- F. The Superintendent shall contact the court to obtain any needed clarification in regards to an order, or to share concerns about the implementation of an order, **prior** to authorizing court-ordered day leave. Documentation of such contact shall be maintained in the youth's case record.

## **V. MONITORING MECHANISM**

The Facility Superintendent shall be responsible for monitoring this activity.